



# GENERAL EXPENSE CLAIM FORM



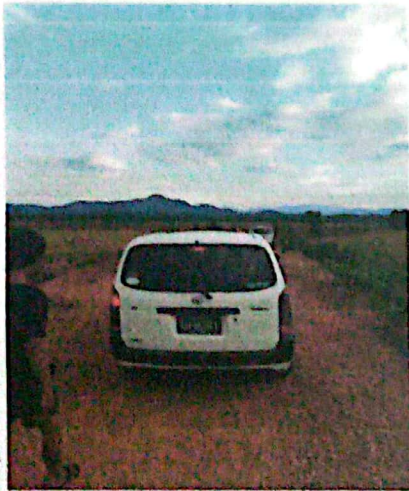
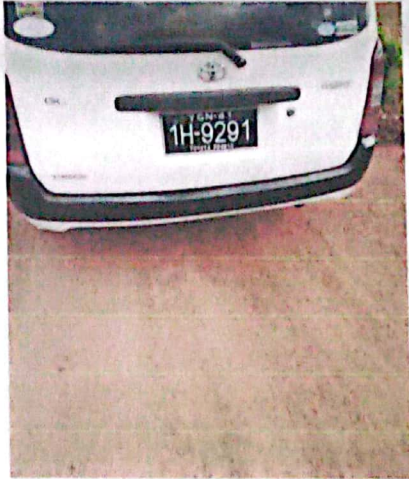
Name : RE  
 Department Name : Service

No.	Date	Name	Description	Amount	Remark
1.	25.10.24	Thek Khone Htue Kyauw Kwang Soe Aung Phyo The	၂ ယူ (၆ နေ့) (ကား ၂ နေရာ) ၀၃-၉၅၃ ၂၂၅၆၀၆ 1 x 100000 (for one person) Bongon to Dawe Bus ticket	300000	Expenses for business trip to Dawe for 2 days and 1 night for 2 persons from Yangon to Dawe by bus ticket
Total Amount				300000	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign :				
Name : E. Thee Phyo Aung Ro Ko Co (Requester)	Nway Nway (Department Head)	Nway Nway (Related FNA/Corp FNA)	Phyo Thee (OM/AGM/GM)	(ACOO/COO/MD/CM)

19/12/2024

02-REN-FNA-FRM-002-01



ရက်စွဲ ။ ။ ၂၅-၁၀-၂၀၂၄

အကြောင်းအရာ ။ ။ နယ် Job Siteများသွားရာတွင် Government Relationship အဖြစ်ပေးဆောင်ခြင်း။

Renewable Energy Business Unit - Service Department မှ PIC - Thet Khine Htwe, Kyaw Naing Soe, Aung Phyo Thu တို့သည် Dawei သို့ 100kW Solar System Installation သွားရောက်ပြုလုပ်ရာတွင် Government Relationship အဖြစ် သံဖြူဇရပ်မြို့အထွက် တွင် -6,000/-, ရေးတံတား အဝင်ဂိတ်တွင် 6,000/-, ရေးတံတား အထွက် ဂိတ်တွင် 6,000/-, မလွဲတောင် ဂိတ်တွင်-10,000/- ကျပ် စီ ပေးဆောင်ခဲ့ရပါသဖြင့် စုစုပေါင်း - 28,000/- ကျပ်ပြန်လည်ထုတ်ယူခွင့်ပြုပါရန် တောင်းခံအပ်ပါသည်။

Requested By

  
Thet Khine Htwe

MCDP

Service Dept;

Checked By

  
Aung Ko Ko Oo

ADH

Service Dept;

Checked By

  
Nyein Ei Ei Khaing

HR

Administration

Acknowledged By

  
Phyo Thu

AGM

Management

Approved By

  
U Aye Min Htoon

Vice Chairman

Management

19/11/2024



# TRAVELLING REPORT

Date : 16/12/24

Report To	Aung Ro Ko Co	
Employee Name	Theet Rhine Htwe, Myaw Aung Soe, Aung Phye Thu	
Position	MCOP, STDP, STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	25.11.24	15.12.24
Total Days		
Trip Information	1. From ..... Dawe: ..... To ..... YGO	
	2. From ..... Dawe: ..... To ..... MLM	
	3. From ..... To .....	
Purpose For Travelling	100kW OnGrid Solar System Installation & 82 unit Solar PV added Installation.	
Travel Date	Activities	Remark
	Daily Report Attached by below.	

Reported by

Sign : *[Signature]*  
Name : Theet Rhine Htwe  
Position : MCOP

Checked by

Sign : *[Signature]*  
Name : Aung Ro Ko Co  
Position : ADH

(DH/AGM/GM)

Approved by

Sign : *[Signature]*  
Name : U Aye Min Htoon  
Position :

(COO)

05-CHL-HRM-FRM-064-01

*[Signature]*  
19/12/2024

No.	Date	Status	Job Types/Number
1	25.11.24	Holiday	Today, at Dawei customer Ko Maung Maung site 100kw ongrid solar system installation, DC solar cable looping strings were prepared. Then we measured the remaining 2 solar strings and sent them from the solar panel to the panel box.
2	26.11.24	Attend	Did morning exercise at Dawei branch. Today at Dawei customer Ko Maung Maung site, sent the Panel to Inverter DC solar cables to the Inverter. Installed some looping cables and solar strings with MC4 connector.
	27.11.24	Attend	Today, at Dawei customer Ko Maung Maung site, looping points and Main solar string 10 strings were connected by MC4 connector and also connected looping points at once.
	28.11.24	Attend	At the Dawei customer Ko Maung Maung site, we made the earthing system today, and the DC solar cable strings that were sent to the Panel to Inverter were also prepared with MC4 Connectors, and the AC panel box arrived in the evening, so we placed it carefully
	29.11.24	Attend	Did morning exercise at Dawei Branch. - We placed the AC panel at the Dawei customer Ko Maung Maung site today and the AC cables for the Panel to Inverter have also been sent.
	30.11.24	Attend	At Dawei customer Ko Maung Maung site today, continued to pull the AC cables to reach the panel and made a stand for the panel. Also installed covers for the AC DC cable way metal trunking.
	1.12.24	Holiday	Today at Dawei Customer Ko Maung Maung site, we placed the panel on the stand and checked the tools and job site accessories.
	2.12.24	Attend	At Dawei customer Ko Maung Maung site, AC cables were installed to the breakers in the AC panel today.
	3.12.24	Attend	Did Morning exercise at Dawei Branch. At Dawei customer Ko Maung Maung site, Breaker to Breaker AC cables were installed today.
	4.12.24	Attend	Did Morning exercise at Dawei Branch. At Dawei customer Ko Mg Mg site, the holes drilled for wiring are closed again. The AC output cable for inverter (1 pcs) is installed.
	5.12.24	Attend	Did Morning Exercise at Dawei Branch. Today, at the Dawei customer Ko Maung Maung site, DC breakers were installed to install the solar strings in the panel and the AC cables were removed after a system breakdown.
	6.12.24	Attend	Today at Dawei customer Ko Maung Maung site, we have crossed the looping cables in the breakers to count the solar strings and installed the DC solar cables to the solar panel to the fuse. AC cable load cables have also been made with ready cable lugs. The inverter to DC breaker is also equipped with solar cables and new 100KW inverter's wifi was also connected.
	7.12.24	Holiday	Today, at Dawei customer Ko Maung Maung site, AC cables were installed in the change breaker and all 10 solar strings were also installed to the Solar panel to Fuse / Inverter to DC breaker.

8.12.24	Holiday	Today at Dawei customer Ko Maung Maung site, all the earthing cables are looped in SPD and all the DC system side has been completed. Panel meter wiring has also been completed.
9.12.24	Attend	Did morning exercise at Dawei Branch. - Today, at Dawei customer Ko Maung Maung site, connected the solar strings and measured the input volts. Everything is fine. Installed the AC cables by once after the system breakdown.
10.12.24	Attend	Did Morning exercise at Dawei Branch. Today, did a test run with EPC / Gen at Dawei customer Ko Maung Maung site. First tried with each INV first. It was fine. Then tried connecting 2 Inverters in parallel. Everything is fine. We will do the test run again tomorrow to make sure.
11.12.24	Attend	Today, monitored the Solar output power and Load Consumption at the Dawei Customer Ko Maung Maung site (Cold Storage). found it convenient. Also went to the site survey at the Ko Maung Maung (Zi Zawa Win) gas station. We are discussing the roofs that will be installed with solar panels, consulted with the customer and only after the customer changed the roof tiles, the entire ESS system. I said to install. Cable way, INV battery place and oil pump load consumption. Measured it and also drew earth cables again at the cold storage site.
12.12.24	Attend	Today, at Dawei Customer Ko Maung Maung site, finished all the earth cables again installed. Also installed a new multifunction meter that was not working from the panel.
13.12.24	Attend	Did morning exercise at Dawei branch. Today, checked the meter at the Dawei Customer Ko Maung Maung site and test several times. We have brought the AC cable / Earth cable and some other accessories from the site back to the office.
14.12.24	Attend	Did morning exercise at Dawei branch. Replaced the easton meter with a new one and test the meter again and again change the wiring. BUT it's not ok yet.
15.12.24	Holiday	Went to Mawlamyine branch from Dawei branch. Come Back YGN from Dawei.